Lestori Books Limited
Unit D, 23/F, Kwai Bo Industrial Building,
40 Wong Chuk Hang Road, Wong Chuk Hang, Hong Kong
www.lestoribooks.org

Library Operations & Data Input

You are the "Digital Librarian." You build and maintain the structural backbone of the Lestori library, ensuring every book is processed and ready for children to access. You will also manage, tag, and group the content library to elevate the searchability for our team.

Key Responsibilities:

- **Library Setup:** Manually input book data into the backend, ensuring every field is correctly populated.
- **Training AI:** Train our AI through correcting it when it makes mistakes.
- **Database Hygiene:** Conduct regular audits of the library to catch and fix broken links, typos, or mismatched data.

The Learning Path:

- **Content Management Systems (CMS):** Gaining expert-level familiarity with backend data entry and our digital library structure.
- **Data Integrity:** Understanding the critical importance of clean data for user experience and app stability.
- **Taxonomy Design:** Learning how to tag and organize content for maximum searchability.

What We're Looking For:

- **Skills:** High proficiency in data entry and spreadsheets (Google Sheets/Excel).
- **Mindset:** Someone who finds deep satisfaction in organization and has an "eagle eye" for small errors.
- **Background:** Students interested in Library Science, Data Management, or IT Operations.

How to apply

Apply online at https://lestori.com/careers or email careers@lestoribooks.org.